



To: Liam Skinner, Interim Superintendent
From: Latifah Phillips, Chief Equity and Engagement Officer
Date: July 11, 2023
Re: Decoupling of Early Childhood Coordinator and Cardinal O'Connell School Supervision

I am recommending that the role of the Early Childhood Coordinator and Cardinal O'Connell School supervision be separated into two separate leadership roles: one (1) Early Childhood Coordinator and (1) Coordinator of the Cardinal O'Connell School. The funding for the new position was set aside in the 2023-24 budget pending School Committee approval.

The proposed role of the Cardinal O'Connell School Coordinator is to focus on daily operations, building safety, staff supervision, and support for families, while developing a culture that fosters continuous improvement for meeting common student learning goals. The school coordinator will provide supervision and evaluation to ten teachers, a clerk, social worker, specialists, and twenty-one paraprofessionals; 24 staff in total. The Cardinal O'Connell was added as an early childhood school location in 2018 and enrolls over 100 children. It is a program comparable or larger in student population to Lowell Alternative Schools and each of those building sites has its own school-based coordinator that serves in the principal/supervisor role.

The role of an Early Childhood Coordinator as outlined in the attached job description focuses on supporting district-wide, high quality early education across all classrooms. This includes collaborating with preschool partners across the city to ensure high quality programming across all early childhood education settings as we collectively prepare students for kindergarten. The responsibilities of the coordinator include oversight and access to screening and interventions, alignment of early childhood curriculum, program evaluation and professional development, as well as oversight of several grant programs and the Lowell Early Childhood Council.

Currently Lowell Public Schools has 40 preschool classrooms located in 15 Elementary Schools and supports over 40 preschool classrooms in the community through various grants and initiatives. The Early Childhood Coordinator writes grants and oversees six budgets including – the Cardinal Early Learning Center, Preschool Expansion through ESSER funding \$1,000,000, Gleam Cohorts 1 and 2, Commonwealth Preschool Partnership Initiative, and Coordinated and Family and Community Engagement Grant. Total grant funding is \$1,591,675.00.

In Lowell, the Early Childhood Coordinator was a single position for many years as the oversight required for the size of the LPS Early Childhood program has expanded. The two jobs are too large to remain combined if we want to meet DESE's goal of providing high quality learning experiences for children from PreK-3rd grade. Further, other districts in MA of our same size, including Brockton, Holyoke, Lynn, New Bedford, Somerville, Boston, and Worcester, all have Early Childhood Coordinators that are not responsible for daily operation of a school site, but do provide services to educators, families, and children within the district and community.

The following five goals collectively capture the goals of the Massachusetts Department of Elementary Education, the Department of Early Education and Care and Lowell Public Schools' Strategic Plan:

- Expand access to quality programs for children and families;
- Build locally aligned curriculum and progress monitoring;
- Ensure equitable access to Special Education Services and Inclusionary Practices;
- Expand full-day programming for working families, particularly our traditionally;
- marginalized students' families that do not qualify for subsidies; and
- Expand universal access to preschool for all 4-year-old children to close the achievement gap in reading.

The Early Childhood Coordinator will continue to provide supervision and evaluation to nine Early Childhood Staff and seven subcontractors on a regular basis. Additionally, the current Early Childhood Coordinator will continue to focus on serving 3-5 years olds throughout the community in programs that meet the needs of families to work toward closing the reading achievement gap by the third grade. The decoupling of the current Early Childhood position is critical to moving Lowell forward in achieving universal preschool for all four-year children with and without disabilities in the least restrictive environment. Therefore, I am recommending that the Early Childhood Coordinator and the building-based Coordinator of the Cardinal O'Connell Early Childhood Center be separated into two positions.

Early Childhood Center on Site Coordinator

GENERAL SCOPE OF RESPONSIBILITY:

The Cardinal Early Learning Center is an elementary school that currently services children three to five years holds, in collaboration with Early Childhood Coordinator, the Elementary Principals, and the Chief of Schools the Early Childhood Center Site Coordinator, will assume oversight of all aspects of the school's day-to-day operations as well as its policy, procedures, budget, and implementation of curriculum.

SPECIFIC DUTIES:

1. Oversee all aspects of planning, development and implementation of the program in collaboration with the Early Childhood Coordinator.
2. Oversee the implementation of educational and clinical services specified in each student's Individual Educational Program (IEP).
3. Maintain all the required documentation necessary for annual program approval from the Department of Education.
4. Supervise and assist with the evaluation of reporting staff.
5. Lead the School Site Council
6. Serve as community liaison for the program. Implementing regular family engagement activities.
7. Build and strengthen implementation of developmentally appropriate strategies across the curriculum in both inclusive and sub-separate preschool programs.
8. Address general staff and student issues.
9. Develop, document and monitor school policies and procedures related to student's academic and social emotional development, discipline, record keeping and transition to the less restrictive educational settings (CSA to inclusive classrooms).
10. Assist with the hiring of program staff.
11. Oversee contracted services and activities within school budget.
12. Establish and supervise appropriate reporting, tracking and data management systems.
13. Develop appropriate professional development activities for staff in compliance with the Department of Education regulations.
14. With staff ensure all student assessment and tracking forms occurs and is document to students' progress and participation in the program.
18. Assume related responsibilities and duties as necessary.

Qualification: REPORTS TO: Early Childhood Coordinator

SALARY: As per LSAA contract EFFECTIVE DATE OF EMPLOYMENT: start of school year 2023-2024

REQUIREMENTS:

- A Bachelor's degree from an accredited college or university.
- A Master's degree from an accredited college or university.
- Licensure valid for service as a teacher or related service provider in the Commonwealth of Massachusetts.
- Licensure valid for service as Principal/ Assistant Principal or Supervisor/Director in the Commonwealth of Massachusetts
- At least five years successful teaching young children with and without disabilities 3-5 years old or related experience.

Lowell Public Schools - Application confirmation



SchoolStream Notification <SS-Notification@ssk12.com>

Sat, Jun 25, 2016, 3:22 PM

to me

Thank you for applying for this posting. You will be notified if you are selected for an interview.

Detail Posting

Job Posting Information

Posting ID:	POS20160510000002	Posting Start Date:	6/15/2016
Name:	Coordinator of Early Childhood Education	Posting End Date:	6/30/2016
Location:	Central Office, Lowell Public Schools		

Overview:

PROFESSIONAL RESPONSIBILITIES:

1. Coordinates the development, implementation, and evaluation of high quality programs for young children in an urban education setting, in accordance with Massachusetts Department of Early Education and Care (EEC) and Department of Elementary and Secondary Education (DESE) indicators for program quality in order to affect an optimum learning environment
2. Supervises the integration of children with special needs into preschool programs
3. Oversight of Lowell Public Schools' early childhood screenings and collaboration with local early intervention programs
4. Oversight of early childhood curriculum development and related professional development opportunities
5. Responsible for supervision and evaluation of district level early childhood staff
6. Conduct ongoing early childhood program evaluation using early childhood formative and summative assessment data
7. Oversight of developmentally appropriate content and pedagogy in our early childhood classrooms
8. Coordinates and provides family literacy opportunities such as Playgroups, Parent Child Home Program (PCHP), and other family engagement opportunities
9. Develops district policy and procedures guiding Early Childhood Education programming and reporting mandates.
10. Serves as liaison between the LEA and Department of Early Education and Care (EEC) and DESE regarding compliance around policies, mandates, and program quality adherence as it relates to early childhood programming
11. Pursues, writes, facilitates, and oversees all Early Childhood Department grants including, but not limited to, Coordinated Family and Community Engagement (CFCE), Early Childhood Allocation, Inclusive Preschool Learning Environments (IPLE), Preschool Expansion (PEG), and any other grants as designated by the Superintendent
12. Collaborates with multiple community based partners representing community based preschool programs, family child care systems, family support systems, and human service agencies to ensure the continuing development of community based, high quality preschool programs for the community of Lowell
13. Supports and works with the local Early Childhood Advisory Council around pertinent topics in Early Childhood Education in order to elevate awareness of impact and importance of early childhood within the community
14. Serves as a resource in the area of early childhood education for teachers, administrators, and the community
15. Participates in local, state, and national meetings to keep abreast of changes in early childhood education
16. Performs other tasks and assumes other responsibilities as assigned by the Superintendent and/or designee.

Qualification: REQUIREMENTS FOR ELIGIBLE CANDIDATES:

1. Masters Degree from an accredited college or university degree, preferably in Child Development or in Early Childhood Education
2. A deep understanding of the unique learning needs of young children from socioculturally diverse family backgrounds, including dual language learners.
3. A deep understanding of early childhood curriculum that is responsive to and inclusive of children's home context and cultural communities.
4. Certification valid or eligible for service as a Supervisor/Director in the Commonwealth of Massachusetts
5. A minimum of five years successful experience in working with young children and their families (Pre-K through Grade 3)
6. Demonstrated experience in early childhood curriculum and assessment, professional development, grant management, and facilitation skills
7. Experience in engaging diverse families, collaborating with community partners, and working within a birth to grade three alignment system, preferred
8. Demonstrated knowledge and expertise in early childhood research and evidence based practices for young children
9. Knowledge and experience with the research, content, and pedagogy related to early childhood development.
10. Working knowledge of various early childhood assessment instruments.
11. Excellent written and oral communication skills
12. Excellent organizational, interpersonal, and leadership skills
13. Demonstrated computer proficiency

REPORTS TO: Assistant Superintendent for Student Support Services
TERMS OF EMPLOYMENT: 212 Days
EFFECTIVE DATE OF EMPLOYMENT: immediately after posting closes
SALARY: As per LSAA contract

Required Certificate(s):

(One or more are required to qualify for this position.)

Early Childhood (prek-2)

Early Childhood (K-3)

Salary and Benefit

Salary: Salary

Standard
Benefit Employee
Benefit

Salary Range: Depending of education and service in Lowell

Alternative School Coordinator

This job posting is inactive.

Job Posting Information

Posting ID: POS20180620000006

Posting Start Date:

Name: Alternative School Coordinator

Posting End Date:

Location: Laura Lee Alternative School Program

Overview: GENERAL SCOPE OF RESPONSIBILITY:

The Alternative School Coordinator of the Therapeutic Intervention Program, in collaboration with Administrator of Special Education and the Elementary and Middle School Principals, will assume oversight for the start up and development of a comprehensive educational program for middle school age students deemed eligible to receive special education services. The Alternative School Coordinator will be expected to oversee all aspects of the school's day-to-day operations, as well as its policy, procedures, budget and curriculum/program design.

SPECIFIC DUTIES:

1. Oversee all aspects of planning, development and implementation for the elementary and middle school alternative program including curriculum alignment and program design.
2. Oversee the implementation of educational and clinical services specified in each student's Individual Educational Program (IEP).
3. Maintain all the required documentation necessary for annual program approval from the Department of Education.
4. Supervise and assist with the evaluation of reporting staff.
5. Serve as school liaison with the middle schools.
6. Serve as community liaison for the program.
7. Build a functional, productive and innovative learning approach to alternative education by using appropriate strategies across the curriculum.
8. Address general staff and student issues.
9. Develop, document and monitor school policies and procedures related to academic performance criteria, discipline, record keeping and re-integration into less restrictive educational settings.
10. Assist with the hiring of program staff.
11. Oversee contracted services and activities provided by collaborating agencies.
12. Establish and supervise appropriate reporting, tracking and data management systems.
13. Create a viable model of annual program performance.
14. Expand and enhance inter-agency collaborations.
15. Promote the program.
16. Develop appropriate professional development activities for staff in compliance with the Department of Education regulations.
17. With staff, develop all program correspondence, outreach and publicity materials and all student assessment and tracking forms necessary to document activities of students and progress of the program.
18. Assume related responsibilities and duties as necessary.

Qualification: GENERAL SCOPE OF RESPONSIBILITY:

The Alternative School Coordinator of the Therapeutic Intervention Program, in collaboration with Administrator of Special Education and the Elementary and Middle School Principals, will assume oversight for the start up and development of a comprehensive educational program for middle school age students deemed eligible to receive special education services. The Alternative School Coordinator will be expected to oversee all aspects of the school's day-to-day operations, as well as its policy, procedures, budget and curriculum/program design.

Required Certificate(s):

(All listed items are required to qualify for this position.)

Additional/Optional Certificate(s):

(All listed items are optional and not required to qualify for this position.)

Required Endorsement(s):

Additional/Optional Endorsement(s):

Assignments

Hiring Manager: Jennifer McCrystal

Hiring Manager View: View Applicants
View Transfer Applicants
View Qualified Candidates
View Forwarded Candidates

HR Staff: Debbie Jarvis

Email Group:

Additional Questions